

**BY ORDER OF THE COMMANDER
442D FIGHTER WING**

**442D FIGHTER WING INSTRUCTION
23-101**



22 AUGUST 2013

Materiel Management

CLOTHING MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 442 LRS/LGRDM

Certified by: 442 MSG/CC
(Col Jeffery S. Barnett)

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This instruction implements Air Force Policy Directive (AFPD) 23-1, *Requirement and Stock age of Material*. This instruction extends the guidance of Air Force Manual (AFMAN) 23-110 Vol 1, *USAF Supply Manual*. This instruction applies to all personnel assigned to the 442d Fighter Wing (442 FW) and it's assigned Geographically Separated Units (GSUs). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes occur in all subjects listed.

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1. Definitions.

1.1. Organizational Clothing. Clothing and equipment prescribed by Allowance Source Code (ASC) 016, *Organizational Equipment*, as issued to individuals for use in the performance of their assigned duties.

1.2. Uniform Clothing. Uniform items issued to a reservist, other than organizational clothing, as authorized in Air Force Instruction (AFI) 36-3014, *Clothing Allowances for Air Force Personnel*.

1.3. Process flowcharts are included in [attachment 2](#).

2. Group/Unit Commander Responsibilities.

2.1. Responsible for the overall management and issuance of organizational clothing and uniform clothing to members in their group. Commanders will appoint in writing a group managing account Approving Official (AO) and a Government Purchase Card (GPC) clothing cardholder, separate individuals. Provide the appointment memorandums to the 442d Logistics Readiness Squadron/Logistics Readiness Distribution Management (442 LRS/LGRDM) and the 442 FW finance officer.

2.2. Appoints Unit Clothing Monitor(s) (UCM), primary(s) and alternate(s) to maintain accountability for organizational clothing, equipment and military uniforms issued to individuals by creating and maintaining clothing records for assigned personnel. Provide appointment letter(s) to 442 LRS/LGRDM. UCM may be the same individual as the cardholder.

2.3. Ensures each member has all required clothing, equipment and uniforms in accordance with (IAW) AFI36-3014, and ASC 016BAAA, BAAB, FCAA or FCAB. During uniform inspections all required uniforms in member's possession will be documented on AF Form 657, *Personal Clothing Record-Female Airmen* and AF Form 658, *Personal Clothing Record-Male Airmen*.

2.4. Enforces supply discipline. Uniforms are replaced based on fair wear and tear (FWT).

3. 442 LRS/LGRDM Responsibilities

- 3.1. Provides oversight through, at the minimum, semi-annually but no more than quarterly audits of the wing clothing program. Establish and maintain a schedule for audits. 442 FW specific checklists are established by LRS and are provided to cardholders and UCMs during initial training.
- 3.2. Provides uniform and clothing information, policy changes and updates to the unit GPC clothing cardholder and the group AO.
- 3.3. Procures organizational clothing and equipment for real-world deployment requirements of 442 FW/Whiteman Air Force Base (AFB) personnel.
- 3.4. Provides Whiteman AFB Envision Xpress® and Military Clothing Sales Store (MCSS) with a Unit Training Assembly (UTA) schedule.
- 3.5. Coordinates UTA opening and closing times of Whiteman AFB Envision and MCSS for wing member usage.
- 3.6. Identifies alteration locations for 442 FW/Whiteman AFB and pays for alterations. Approved alteration shops and locations are indicated on the alteration request worksheet.
- 3.7. Maintains electronic forms, document worksheets and sample worksheets on 442 FW Clothing SharePoint™ drive.

4. Alterations.

- 4.1. Alterations include the sewing of rank insignia, stripes, career badges, specialty badges, name and USAF tapes for both enlisted and officers. It does not include hemming of pants, shirt sleeves or any other modification to uniform items.
- 4.2. 442 FW/Whiteman AFB alterations for flight suits, airman battle uniforms (ABU) and blues will be accomplished at the alterations shop located within the Base Exchange.

5. Unit Clothing Monitor (UCM).

- 5.1. Approves clothing request and maintains clothing records as prescribed in this publication and all publications mentioned within. Samples are provided for reference on SharePoint™ drive.
- 5.2. Ensures a copy of the actual purchase receipt is recorded in the individual's clothing record.
- 5.3. Ensures members do not obtain issues of new uniform items within 180 days prior to separation or retirement unless the necessity for such issue is certified in writing by the unit commander IAW AFMAN23-110, Vol 1, Part 1, paragraph 17.60.4.3.
- 5.4. Ensures initial and/or replacement issue of uniforms is based on initial issue authorizations outlined in AFI 36-3014, *Clothing Allowances for Air force Personnel*, as well as FWT.
- 5.5. Ensures shoes and boots are only replaced after three years from date of issue. Air Reserve Technicians wearing military uniforms on a daily basis are authorized replacements annually based on FWT. Repair of footwear is at the members expense IAW AFMAN23-

110, Vol 1, Part 1, paragraph 17.60.4.1. Replacement of shoes and boots destroyed in the line of duty is at the commander's discretion.

6. Group Approving Official and GPC Clothing Card Holder.

6.1. Maintains GPC and AO binders, in addition to the record of card use, will be maintained as instructed by the 509th Contracting GPC table of contents and AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*. Misuse of card or non-compliance of the program will result in immediate termination of card use.

6.2. Ensures requests for organizational clothing, equipment and uniforms are justified per this instruction, paragraphs 1.1. and 1.2., that funds are available prior to approval for purchase of items for members.

7. 442 FW/Whiteman AFB Members.

7.1. Requests organizational clothing, uniforms and alterations through individual respective UCM utilizing worksheets located on the 442 FW Uniform Program SharePoint™ site at <https://whiteman.eis.af.mil/int/442Fighter/442MSG/442LRS/Uniform/>. To access the site member must use their e-mail certificate during Common Access Card (CAC) login.

7.2. Ensures all uniform and organizational items issued to him/her are the correct size prior to issue.

7.3. Obtains all necessary signatures on required worksheets prior to obtaining any item that is governed by this instruction.

7.4. Ensures replacement of clothing requests are based on FWT policy guidelines, and that member is not within 180 days of retirement or separation.

7.5. Ensures individual clothing records, which are maintained by appointed UCM, are updated according to items member received.

8. Individual Clothing Record.

8.1. Appointed UCM(s) will maintain individual clothing records.

8.2. UCM will complete AF Form 538, *Personal Clothing and Equipment Record*, AF Form 657, *Personal Clothing Record-Female Airmen* or AF Form 658, *Personal Clothing Record-Male Airmen*, after the member has received an issue of organizational clothing, equipment and/or uniform items.

8.3. The member is required to sign the appropriate AF Form on the diagonal line labeled "Signature of Individual" and annotate the date of issue in the "Issue Date" block at the top of the form after an issue of organization clothing, equipment or uniform items.

8.4. The appointed UCM may use a copy of the members' worksheet with a copy of the receipt in lieu of annotating the AF Form's only when the worksheet and/or the receipt is signed by the member.

9. Deployment Uniform, Organizational Clothing and Equipment.

9.1. Authorized deployment uniforms, organizational clothing and equipment purchases are items that are above and beyond what is authorized for home station use as authorized by AFIs, Manuals and ASC 016, based on mission requirements. Deployment funds may not be

used to purchase an item for deployment requirements if it is authorized for issue at home station. Recommended deployment items identified in specific reporting instructions may be purchased, however, with unit funds.

9.2. Authorized deployment uniform, organizational and equipment purchases are approved solely through the respective deployment GPC cardholder at 442 FW, Whiteman AFB, 442 FW GSU's located at Barksdale AFB and, Moody AFB.

9.3. Member clothing records will be verified and updated by the deployment GPC cardholder prior to approval of any request for purchase.

10. Geographically Separate Units. GSU's will follow this instruction as well as the below referenced instructions and manuals outlining organizational and uniform clothing items. Day to day processes will vary from the 442d FW, Whiteman AFB instructions. Ensure your processes are clearly identified and available to your personnel.

HUBERT C. HEGTVEDT, Colonel, USAFR
Commander, 442d Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-3014, *Clothing Allowances for Air Force Personnel*, 22 May 2007

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 September 2011

AFMAN23-110, *USAF Supply Manual*, 1 April 2009

Adopted Forms

AF Form 538, Personal Clothing and Equipment Record, 1 October 1978

AF Form 657, Personal Clothing Record-Female Airmen, 1 October 1993

AF Form 658, Personal Clothing Record-Male Airmen, 1 October 1993

AF Form 847, Recommendation for Change of Publication, 22 September 2009

Abbreviations and Acronyms

442 FW—Fighter Wing

442 LRS/LGRDM—Logistics Readiness Squadron/Logistics Readiness Distribution Management

ABU—Airman Battle Uniform

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AO—Approving Official

ASC—Allowance Source Code

CAC—Common Access Card

FW—Fighter Wing

FWT—Fair Wear and Tear

GPC—Government-wide Purchase Card

GSU—Geographically Separated Unit

IAW—In Accordance With

IMT—Information Management Tool

MCSS—Military Clothing Sales Store

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

UCM—Unit Clothing Monitor

USAFR—United States Air Force Reserve Command

UTA—Unit Training Assembly

Attachment 2**UNIFORM/ORGANIZATIONAL CLOTHING REQUEST FLOWCHARTS**

A2.1. This Attachment contains examples of a clothing request processes for varying levels of authority.

Figure A2.1. Uniform/Organizational Clothing Request Requiring Unit Commanders Approval.

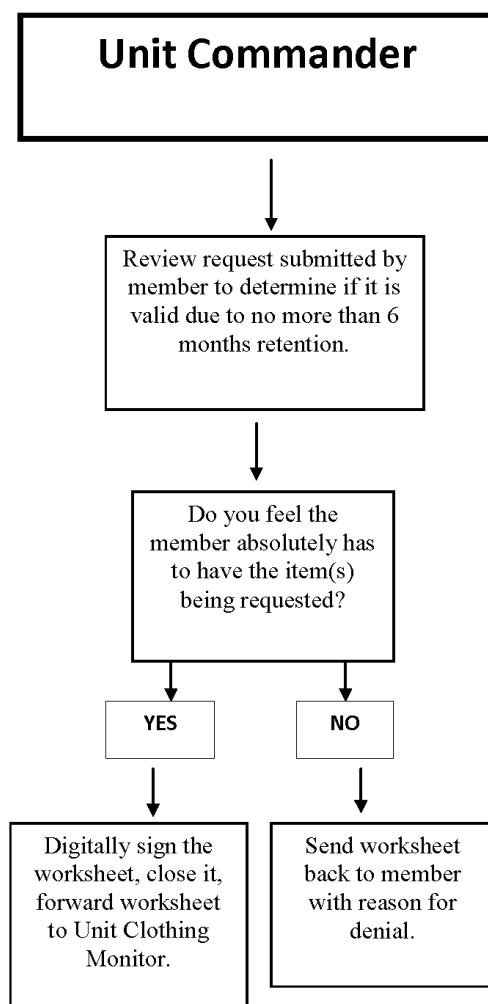


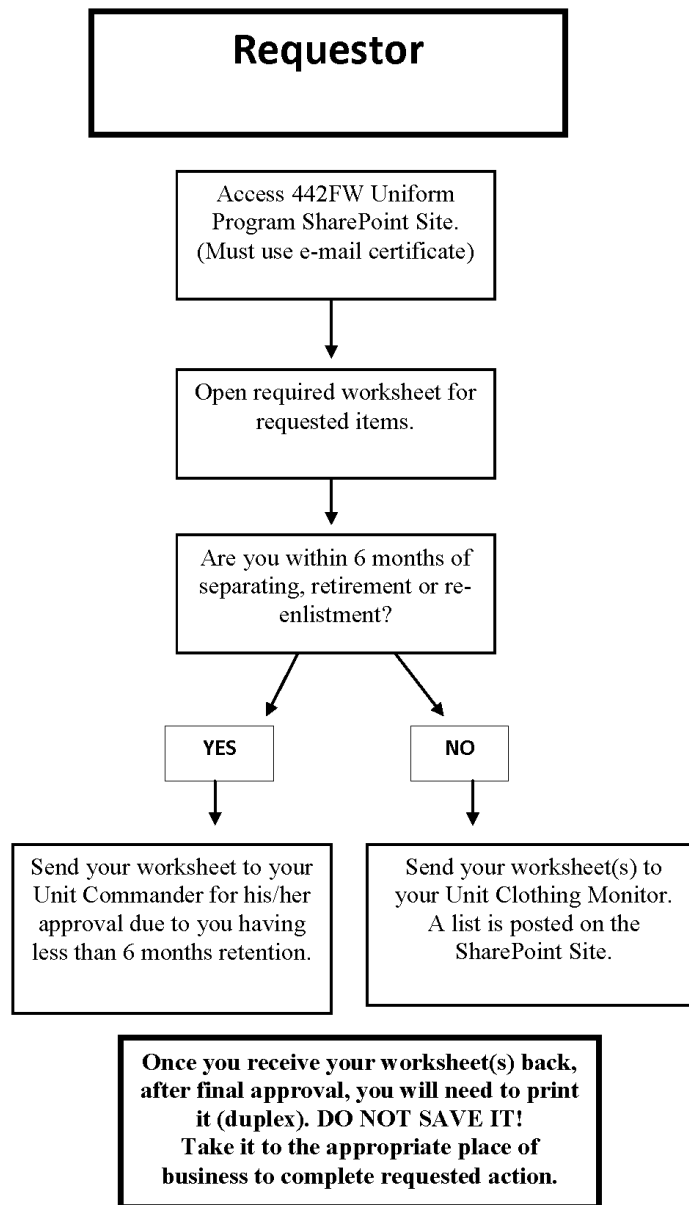
Figure A2.2. Requestors' Process for Uniform/Organizational Clothing Request.

Figure A2.3. Uniform and Organizational Clothing Request Process.

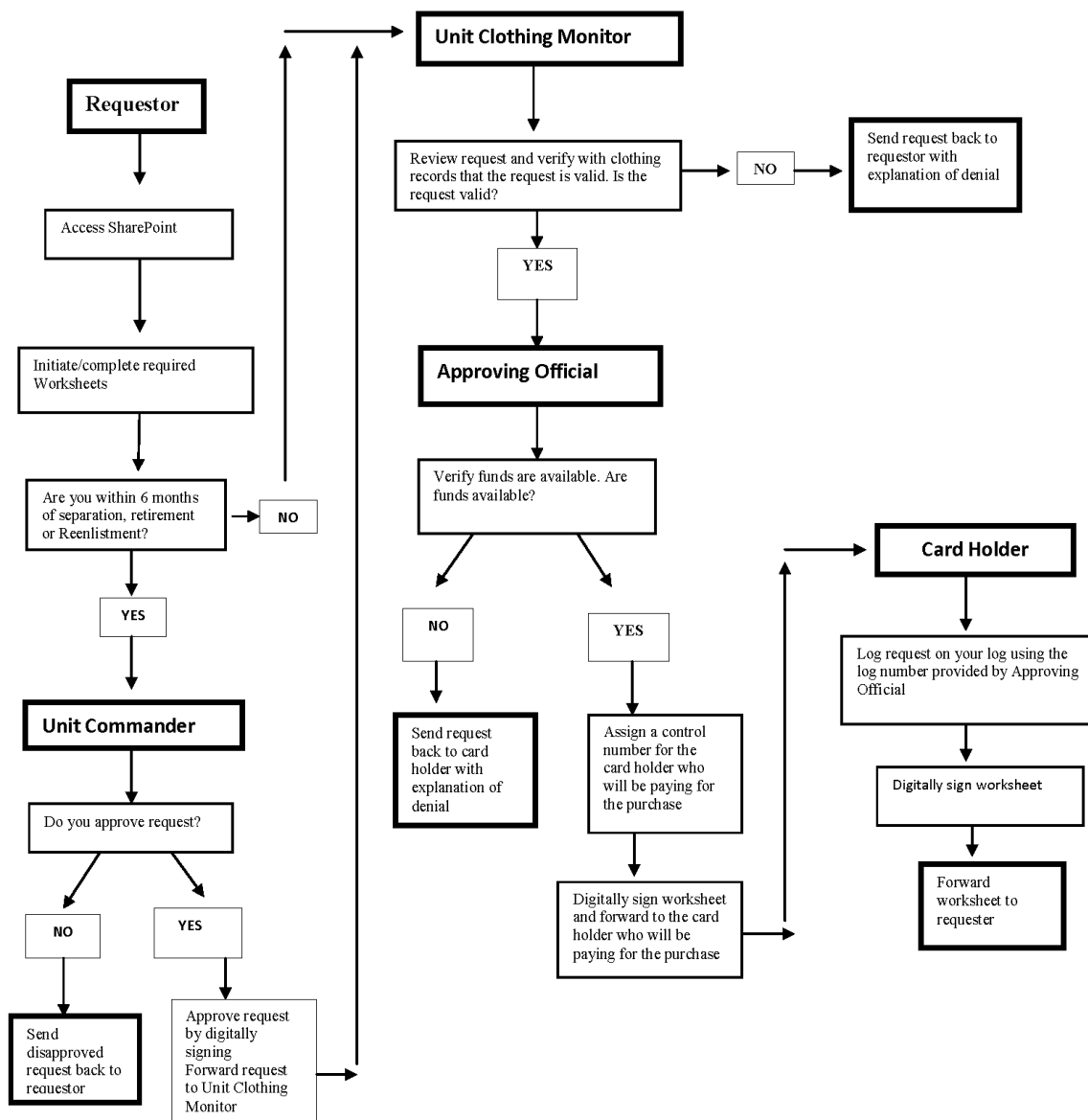


Figure A2.4. Unit Approving Officials' Process for Uniform/Organizational Clothing Request.

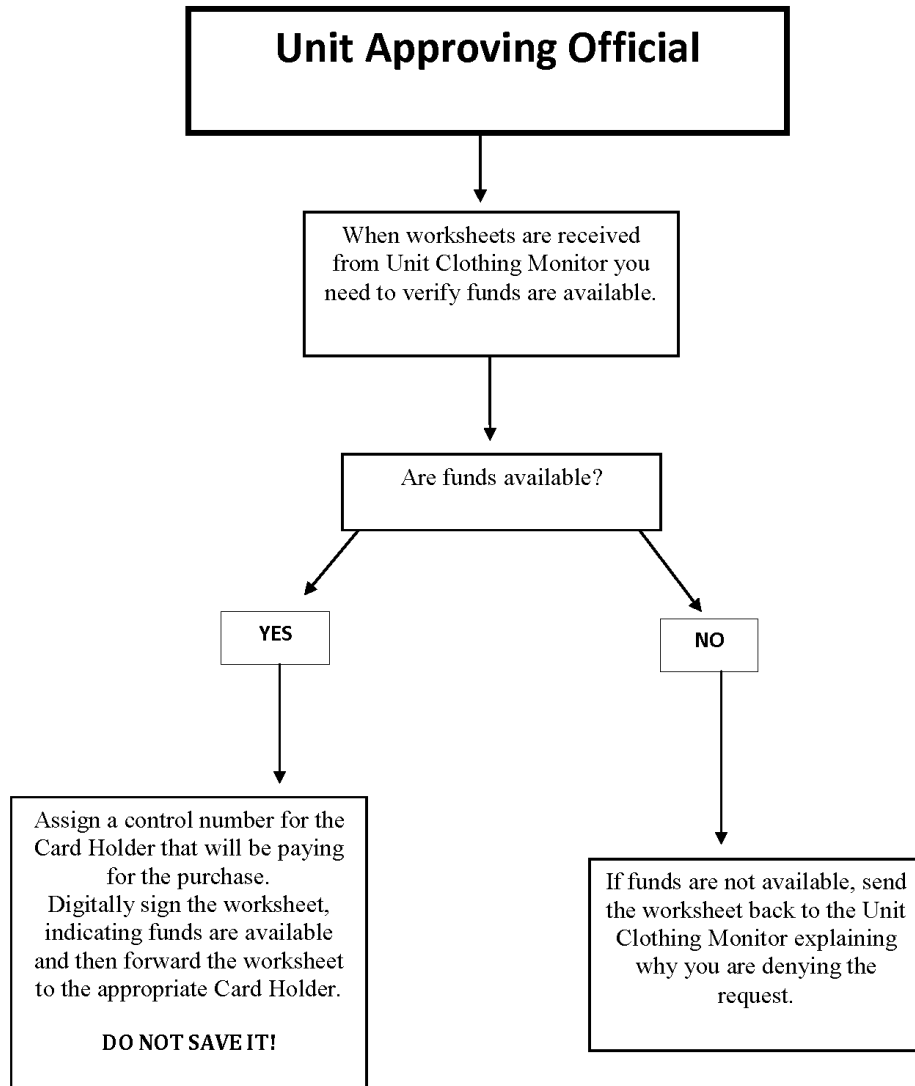


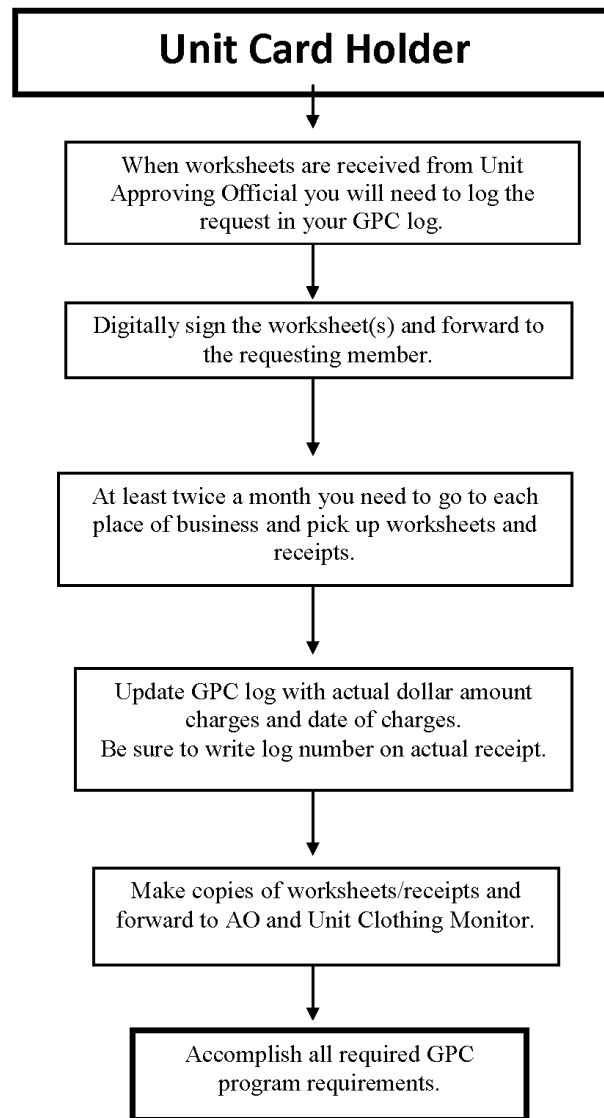
Figure A2.5. Unit Card Holders' Process for Uniform/Organizational Clothing Request.

Figure A2.6. Unit Clothing Monitors' Process for Uniform/Organizational Clothing Request.

